

Clerical and Office Branch
Purchasing and Stores Group
Property and Evidence Series

PROPERTY AND EVIDENCE SPECIALIST

05/00 (CDH)

Summary

Under general supervision, receive, store, inventory, retrieve and release evidentiary and unclaimed property.

Typical Duties

Collect, accept, identify, document, package, secure and store a wide variety of evidentiary items in strict accordance with legally prescribed chain of custody procedures. Involves: picking up evidentiary property at Police stations; informing responsible Police authorities of discrepancies; preparing and maintaining precise logs of items received and inventoried; preparing and filing records and reports as required; marking, tagging, protectively covering, carrying, stacking and positioning crime related items such as firearms, other weapons, currency, jewelry, other valuables and biohazard materials (e.g. blood, needles) in locked containers or storage areas; testifying on chain-of-custody records and procedures, if required.

Prepare confiscated or abandoned materials and property for destruction or disposal. Involves: reviewing assigned cases and related material evidence, and presenting findings to Police and legal authorities for further review and approval; preparing disposal or destruction transaction documents as required by City policies or ordinances and state penal code; accounting for, packaging and otherwise processing, documenting and sending or delivering property such as: money to City Comptroller for disposal; abandoned valuables (e.g., jewelry) to City Property Control for auction; weapons for destruction; bio-hazard materials for destruction at medical facility; or returning property to authorized owners, as directed.

Perform related incidental duties contributing to realization of unit or team objectives as require. Includes: substituting within authorized limits for supervisor of coworkers as qualified by carrying out specific functions to maintain continuity of ordinary operations, if delegated; providing designated support to projects of activities overseen by higher graded personnel as instructed; explaining and demonstrating work to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments related to functions of other positions for training purposes under close supervision; logging activities and preparing recurring or special activity or status reports; maintaining tools, equipment and work area in clean, safe and orderly manner, performing routine operator maintenance on assigned van

Minimum Qualifications

Training and Experience: Graduation from high school or general educational development (G.E.D.) equivalent, plus four (4) years of increasingly responsible experience receiving and storing materials, supplies and equipment; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: inventory maintenance practices for a wide variety of property; strict security and administrative controls for classification and storage of items, such as evidence for law enforcement purposes. Some knowledge of: computerized inventory record keeping procedures.

Ability to: follow legal chain-of-custody and property disposal procedures; accurately and legibly post and maintain inventory records and documents, identify and reconcile related discrepancies; communicate clearly and concisely orally such as when testifying in court and in writing such as when preparing required reports; establish and maintain effective working relationships with fellow employees, supervisors, Police Officers and the public.

Skill in safe operation and care of: material handling equipment; motor vehicle; personal computer or network workstation, generic business productivity and specialized inventory control applications software comparable to that installed.

Physical Requirements: Frequent lifting, reaching, bending and stooping; handling bulky medium weight (up to 50 pounds) objects and containers. Mobility within an office and storage environment; daily operation of motor vehicle in city traffic.

Licenses and Certificates: Texas Class "C" Driver's License, or equivalent license issued by another state.

Special Requirements: Pass rigid background investigation, with no felony convictions. Subject to call back, and working flexible hours, weekends, holidays, and extended hours.

Director of Personnel

Department Head